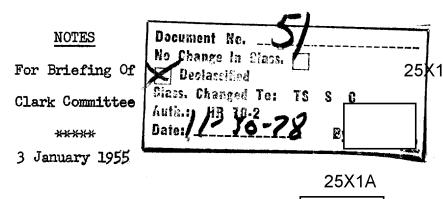
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I. Security Problems in Across-the-Board Administration Function

25X1A

II. History of administrative organization and function in CIA.

to accompany except to Security.

- A. 7 8 years old growing pains.
- B. OSS to OSO Autonomy.
- C. Organization of central administrative offices.
- D. OPC Autonomy.
- E. Three (3) separate administrative organizations not coordinated with each other.
- F. Impact on field stations.
- G. Existing situation on 1 January 1952 Action of General Smith to fix responsibility and embark upon centralized administrative concept. (ADD/A (S))
- H. Improved but not satisfactory.
- I. 15 July 1952 Reorganization of the Clandestine Services. (Present setup use Regulation.)



## Approved For Release 2002/08/06 500 P78-04718A004500060100-0

### III. Corrective Action (15 July 1954)

- A. Regulations.
- B. Career Service.
- C. Closer working relationship with DD/P.
- D. Project Review Committee FI Projects.
- E. Administrative plans for projects Subsidy Proprietary.
- F. Better Accountings.
- G. Better Audits.
- H. Property Accountability.

#### IV. DD/A Responsibility.

- A. Both staff and command (Use Personnel Strength Report.)
- B. Staff G-1 and G-4 (less Personnel)
- C. Command All central support units plus special and technical services.

#### V. Control

- A. Administrative Officers DD/I, Communications, Training, and Personnel.
- B. COA/DDP.
- C. Special Assistants to the DD/A.
- D. A.M. Meetings with Special Assistants.
- E. Weekly Staff Meetings.
- F. One (1) hours each week for each office head central administrative offices.

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# SECRET

## VI. Brief description of each administrative office.

- A. PAPS (Project Administrative Planning Staff).
- B. Management Staff.
  - 1. Management proper
  - 2. Records management
  - 3. Regulations control

#### C. Medical Office

- 1. Overseas support
- 2. Operational support
- 3. Psychiatric program

#### D. Logistics Office

- 1. G-4, plus technical services.
- 2. Procurement
- 3. Supply
- 4. Transportation
- 5. Real Estate and Construction
- 6. Reproduction

#### E. Office of the Comptroller

- 1. Budget
- 2. Fiscal
- 3. Finance
- 4. Technical accounting
- 5. Program analysis
- 6. Support control

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# SECRET

- 7. Unvouchered money
- 8. Proprietary and subsidy projects
- 9. Problems
  - a. Mixing personal and official funds
  - b. No receipts
  - c. Administrative error
  - d. Prosecution in case of malfeasance
- F. General Counsel
  - 1. Projects
  - 2. Laws of foreign countries
  - 3. Tax problems (IRS)
  - 4. Complicated contracts, etc.
  - 5. Controller General
- G. Legislative Liaison (Reports to Inspector General)
- H. Auditor-in-Chief
  - 1. Internal GAO
  - 2. Status of audit

25X1A6D VII.	
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#### VIII. Problems

- A. Centralized administration versus decentralized administration.
  - 1. Pros and cons
  - 2. Security
  - 3. Checks and balances
  - 4. Protection for DCI



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- B. Organization
  - 1. Personnel
  - 2. Training and Communications
  - 3. Possibility of Combining Personnel and Training under fourth Deputy Director
- IX. New Building

